

# **BLACK EMPHASIS PROGRAM**

## **South Carolina**

### **Plan of Work**

#### **FY-2009**

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**Black Emphasis Program Manager (BEPM)**

## **Purpose**

The Black Emphasis Program (BEP) is designed to provide focus on issues such as employment, promotion, training, and career enhancement affecting African American employees and applicants in NRCS. It is organized under the Affirmative Employment and Compliance Branch of the Civil Rights Division.

## **Policy**

It is the NRCS policy to conduct a positive and continuing BEP that provides equal employment opportunity for African Americans in all personnel management policies and practices, as well as in NRCS-sponsored programs and activities.

## **Program Objectives**

Increase the number of African Americans in professional, administrative, and technical occupations.

Eliminate concentrations of African Americans in single interval series to diversify and create advancement opportunities throughout all occupational levels and all disciplines.

Encourage the participation of African Americans in all NRCS sponsored programs and activities.

Provide a network of professional support for African Americans in NRCS.

## **OBJECTIVE I: Support the mission of the Black Emphasis Program (BEP) at State, Regional, and National levels.**

The collateral-duty Black Emphasis Program Manager (BEPM) is responsible for the concerns of the African American employees in the areas of employment and advancement. The BEPM serves as a representative for these employees at the state, regional, and national levels.

Goals	Begin	End
1. Serve on the South Carolina Civil Rights (CR) committee. Review and assist in updating the state's Plan of Work as needed.		
2. Participate in teleconferences organized by the National BEPM for BEPMs.		
3. Assist in conducting civil rights reviews in field offices, evaluating the strengths and weaknesses of the state-wide Civil Rights program delivery.		
4. Write an annual Plan of Work for the BEP.		
5. Attend the BEPM training at the National Organization for Professional Black NRCS Employees.		
6. Participate in meetings, conferences, workshops, and seminars on matters relating to the BEP/CR.		

### **Desired Outcome**

To effectively and efficiently accomplish the mission of the BEP.

## **OBJECTIVE II: Assist the State Leadership Team with its recruiting plan to enhance diversity.**

One of the goals of South Carolina (SC) NRCS and NRCS on a national level is to have a diverse workforce. Recruiting is an avenue to help attract a diverse group of potential applicants to fill vacancies. This can be accomplished by developing a network and working relationships with representatives from institutions of higher learning that support a curriculum for natural resources.

<b>Goals</b>	<b>Begin</b>	<b>End</b>
1. Develop a working relationship with the 1890 University and College liaisons, predominately African American organizations and groups. Inform them of career opportunities with the agency in SC.		
2. Maintain a database of qualified minority students or potential applicants who can fill vacancies as openings occur. Provide management with student resumes.		
3. Develop a networking relationship with fellow BEPMs and Special Emphasis Program Managers.		
4. Organize a network of SC NRCS employees to assist new recruits in adjusting to a different working and living environment.		
5. Develop a relationship with representatives from local high schools with a majority African American population and distribute information on careers with NRCS.		
6. Participate in special events, such as career days and job fairs targeted for the recruitment of minorities.		
7. Track progress in the recruitment, promotion, and retention of minorities with NRCS in SC for Equal Opportunity and Civil Rights elements.		

### **Desired Outcome**

Maintain a diverse workforce for the agency within the state. Assist management to enhance recruitment and diversity efforts.

## **OBJECTIVE III: Establish and communicate an awareness of the Black Emphasis Program.**

Part of the success of the Black Emphasis Program in meeting its goals is to ensure that employees are aware that such a program exists and the purpose for its establishment.

<b>Goals</b>	<b>Begin</b>	<b>End</b>
1. Establish an awareness of the BEP through pertinent emails, memoranda, bulletins, current events, or other appropriate means.		
2. Promote the observance of Black History Month to all employees through emails about the history of African Americans in this country. Distribute the 2009 Black History Month poster to all employees through email.		
3. Organize a tour highlighting the cultural heritage of African Americans in Charleston, SC. for all interested employees.		
4. Submit a success story for publication in an issue of Current Developments.		
5. Subscribe to a publication related to minority farmers.		
6. Participate in meetings, conferences, workshops, and seminars related to the BEP.		

### **Desired Outcome**

To make employees aware of the purpose and objectives of the BEP and to communicate BEP activities to all employees.

## **OBJECTIVE IV: Assist management in its responsibility to address employment and employee concerns.**

Management may request assistance in addressing sensitive issues and concerns of an employee.

<b>Goals</b>	<b>Begin</b>	<b>End</b>
1. Assist management in identifying employment problems and solutions affecting an employee.		
2. Meet with members of management as needed to discuss employee concerns.		

### **Desired Outcome**

Serve as a link to communicate employment/employee concerns to management and assist management in developing solutions.